

REPORT OF OPERATIONS

25X1A9a

TO : Chief, General Services  
FROM : Chief, Records Management & Distribution Branch  
SUBJECT: Monthly Report of Operations for the period ending  
31 August 1953

20 *[Signature]* 9/3/53

A. Personnel

On Duty      Vacancies      In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

25X9A2

1. No. on leave three days or more:  
Records Mgt. Section- 10  
Mail Control Section- 18  
Records Center Sec.- 3
2. No. on special detail out of office 1. How long?  
Records Mgt. Section- 0  
Records Center Section- 0  
Mail Control Section- 1
3. Where: One man in Transportation Division as full time courier.
4. No. pending resignation, transfer and/or reassignment:  
Records Management Section- 0  
Records Center - 4  
Mail Control - 15
5. Specific cases on item 4 not in previous reports. \_\_\_\_\_

Records Center:

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6. New applicants interviewed 1. Recruited by Personnel 1.  
Recruited by this office -.

Document No. 003  
NO CHANGE in Class. ☐  
DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
DDA Memo, 4 Apr 77  
Auth: DDA REG. 77/1763  
Date: 24/03/78 by: 008

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B. Administration and Problems:

Records Management Section - Meetings were held with two groups of Area Records Officers - the DD/A group and the DD/I group. These meetings were held for the purpose of distributing Records Management Bulletins No. 3 and No. 4. No. 3 contains instructions regarding the manner of making a survey and No. 4 proposes the issuance of an office notice regarding the preservation and disposition of records. In addition, there were discussions on the following subjects: the opening of the new Records Center facilities at [REDACTED] progress being made on an Agency Correspondence Manual; a vital materials training program for Area Records Officers at the Repository to emphasize the identification and withdrawal of such records in the event of their need; and individual progress and problems.

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The microfilming of the Biographic Register dossiers for the Vital Materials program was started 18 August 1953. It is estimated that there are 100 five-drawer cabinets containing approximately 175,000 cases to be microfilmed.

25X1A6a Records Center Section - Renovation and cleaning of the [REDACTED] was completed early in the month and the movement of records material from the [REDACTED] and [REDACTED] was completed in the following week. This move involved approximately 5,000 cu. ft. of records material which has been palletized in the Warehouse. An order for shelving has been put out for bid but it will be approximately thirty days after the bid is awarded before installation. Approximately 1,000 cu. ft. of material placed in the [REDACTED] Warehouse consisted of JANIS boxed in various sized cartons which had been moved a number of times in the past. There was no inventory of this material. We are presently sorting, boxing, and inventorying in order that the material may be made available as needed. This work is approximately 50% completed.

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25X1A6a Requests for all records and distribution material are being received at [REDACTED] where the main locator files are maintained. These locator files have now been brought up to date and any material in the Records Center can be readily located.

During the past year, there was an average of 134 cu. ft. per month of records transferred to the Records Center. In August, with the opening of the Rosslyn facilities, this figure rose to 210. It is anticipated that the monthly deposits will continue to increase. However, the peak of the transfers

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should not be reached until after the issuance of a bulletin currently pending which describes the facilities and services available. In order to initiate a records disposal program in the Center, plans have been completed for establishing a Disposal Tickler File that will systematically record the disposal status of all records in custody. Center personnel will be assigned, as available, to work on this file. Work will also be started on setting up a Storage Space Control File that will maintain on a current basis, information as to the availability of shelving space and its location. ✓

Mail Control Section - As a result of the inquiries sent to each branch registry regarding the amount of necessary mail service on Saturdays, the Mail Control Section was able to reduce the number of working hours from approximately 11.5 hours per Saturday to approximately 9.5. A variation in the number of hours each week is caused by the changing needs of OCI (detailed couriers) and the Director's office (staff duty courier).

The Space, Maintenance and Facilities Division is now furnishing a weekly revised schedule of the moves in order that the Mail Control Section can be currently informed.

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

No further action pending a reply to report submitted 8 April 1953.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

There has been no change in the status as reported last month.

Project 4-53 - Records Survey of the Office of Operations.

The survey of the Office of Operations (Contact Division) has been completed. A tentative records control schedule has been prepared and discussions with the respective offices have been scheduled. In the preliminary discussions, it appears that mutual agreement has been reached on most points. Consequently, we should be able to complete the assignment within the next month.

Project 5-53 - Rewriting of CIA Correspondence Manual.

Following a number of contacts throughout the Agency and a number of suggestions made, the original draft of the Correspondence Manual has been revised and tentative plans provide for circulation through the Area Records Officers for comments and working level clearances.

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E. WORK IMPROVEMENT PROJECTS

Project 4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier service and messenger personnel of the Mail Control Section.

Work on the Handbook is progressing and is estimated to be 75% completed. It appears necessary to establish a new completion date of 30 September.

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MONTHLY REPORT - MAIL CONTROL SECTION

AUGUST - 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. <u>INCOMING MAIL:</u>		
(a) Delivery by Post Office	20,178	44,105
(b) Picked up from Post Office by courier	2,021	3,713
(c) Picked up from City by courier	4,458	10,604
(d) Letters:		
Received	6,182	11,532
Reviewed		
Recorded		
(e) Undeliverable (held in Mail Room)	33	33
2. <u>OUTGOING MAIL:</u>		
(a) Picked up by Post Office	11,835	25,994
(b) Deposited in Post Office by courier	6,195	19,845
(c) City Deliveries	4,954	11,848
(d) Penalty Indicia Used		
(1) CIA	2,471	4,878
(2) [REDACTED]	5,950	10,886
(3) SSU	3	4
(e) Postage Expended	\$3,056.30	\$6,683.19
3. <u>COURIER SERVICE:</u>		
(a) Scheduled Trips	957	2,055
(b) Special Trips - Within Agency	299	518
(1) Delivered by foot	93	221
(2) Delivered by vehicle	206	297
(c) Other Agencies	97	224
(d) Trips outside area	4	13
(1) Total time	22 hrs. 35 min.	245 hrs. 58 min.
4. <u>FILE ACTIVITY:</u>		
(a) Checking courier receipts	25	59
(1) Total time	8 hrs. 15 min.	19 hours
(b) Requests for Administrative Files	12	25
(1) Requests filled	8	18
(2) Requests unfilled	4	7
5. <u>Recruitment:</u>		
(a) Couriers	2	4
(b) Mail Clerks	0	0
(c) Messengers	2	2
6. <u>SEPARATIONS:</u>		
(a) Couriers	3	4
(b) Mail Clerks	0	0
(c) Messengers	0	1

\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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## MONTHLY REPORT - DISTRIBUTION

DATE August 1953

THIS MONTH TO DATE\*

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### 1. INTELLIGENCE & INFORMATION REPORTS

a. Request for Supplemental Distribution	195	455	880
b. Intelligence Reports:			
Received ( Copies 3015 )	2653	152	413
Distributed ( Copies 2327 )	460	936	1622
Returned ( Copies 1018 )	11	516	867
c. Information Reports			
Received ( Copies 3484 )	---	3484	7866
Distributed ( Copies 1199 )	778	1027	2548

### 2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	65	42	95
b. Regulations			
(1) Initial Distribution			
( Copies 975 )	0	4	17
(2) Supplemental Distribution			
( Copies 606 )	594	503	624
c. Notices			
(1) Initial Distribution			
( Copies 13,592 )	18	11	20
(2) Supplemental Distribution			
( Copies 86 )	384	33	73
d. Other			
(1) Initial Distribution			
( Copies 1937 )	0	1	4
(2) Supplemental Distribution			
( Copies 23 )	11	7	11

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received is included in the total of Intelligence Reports received.

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MONTHLY REPORT - RECORDS CENTER

DATE August 1953

THIS MONTH    TO DATE\*

1.    Records Storage (all figures in  
                                 cubic feet)

(a)	Received	210	342
(b)	Destroyed	0	21
**	(c) Storage Space: (Total)	6432	
	*** Records	3955	
	Dist. Material	3420	
	Committed	0	
	Available	2496	

2.    Records Reference

(a)	Service Requests	140	311
(b)	Items on Requests	395	870

3.    Inter-Agency Reference Service

(a) Requests

\*    The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

**	Storage Space (total) - Shelving at [REDACTED] only		25X1A6a
	Records at [REDACTED]	1377	
	Dist Material " [REDACTED]	2062	
	Committed - [REDACTED] only	"	2578
	Available - [REDACTED] only	"	1358
			25X1A6a

\*\*\*    This figure has been adjusted by actual count as of 2 September 1953.

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MICROFILM PROJECTS  
AUGUST 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
1. <u>Projects Pending</u>		
a. Entire Records Group	1	—
b. Record Group Activities	1	—
2. <u>Projects in Process and Completed</u>		
a. Entire Records Group		
(1) In Process	1	1
(2) Completed	0	3
b. Records Group Accretions		
(1) In Process	0	—
(2) Completed	1	1
c. Images Filmed (Total)	23,978	84,866
(1) Rotary Camera	3,780	7,557
(2) Flatbed Camera	20,198	22,509
d. Reels (110 ft.)		
(1) In Process	22	—
(2) To Be Reviewed	10	—
(3) Reviewed	8	13

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